

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

May 22, 2012

SUBJECT: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED

PURPOSE: This Order revises Section 3/405, *Confidential Nature of Department Records, Reports, and Information*, of the Department Manual, to address the releasing of Department employee information to outside entities.

PROCEDURE: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED. The procedures for the release of employee personal information to outside entities has been revised. The revised Manual Section 3/405 is attached, with revisions in italics.

AMENDMENT: This Order amends Section 3/405 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'CB', is written over the printed name of Charlie Beck.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

Department Manual
Volume III
Revised by Special Order No. 9, 2012

405. CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION. All official files, documents, records, reports, photographs/imaging/recordings and information held by the Department or in the custody or control of an employee of the Department shall be regarded as confidential. Employees shall not disclose or permit the disclosure or use of such files, documents, reports, records, photographs/imaging/recordings or information, except as required in the performance of their official duties. The unauthorized use of information obtained through employment with the Los Angeles Police Department can subject the employee to possible disciplinary action and/or criminal prosecution. This includes information obtained from manually-stored records, as well as information obtained from automated records.

Note: Photographs/imaging/recordings include, but are not limited to, imaging such as mug shots, in-car video footage, digital interviews, audio or video recordings, etc.

Supervisors in units having access to terminal points for City-controlled computers containing confidential information shall complete an Operator Security Statement, Form 01.58.00, for each employee having access to such terminals.

Note: *Generally, the home address, telephone number, and other personal information concerning Department employees should not be released even to other Department employees. It is recommended that the caller's information be documented and the subject employee be contacted with the information. If the requesting employee has an established need to know and right to know, and whose identity is verified by the watch commander, the subject employee need not be notified. An employee's home address, telephone number and other personal information may not be released to outside entities without the employee's written consent, a court order, upon direction of the Chief of Police, Chief of Staff, Special Assistant for Constitutional Policing or approval from Risk Management Division.*